

NOTE: Applications received under this vacancy announcement will be rated using Merit Staffing Procedures.

TITLE, SERIES, GRADE: Financial Technician, GS-503-5/6/7

SALARY RANGE:	GS-5:	\$28,751.00-\$37,381.00 per year*
	GS-6:	\$32,048.00-\$41,664.00 per year*
	GS-7:	\$35,614.00-\$46,299.00 per year*

***NOTE:** Salary ranges contain multiple steps. In most cases, the salary will be set at the starting end of the range for the grade level qualified.

PROMOTION POTENTIAL (IF ANY) TO: GS-7

VACANCY ANNOUNCEMENT NUMBER: 05-EDCA-02 (MS)

AREA OF CONSIDERATION: Government-wide. Current and former permanent competitive service employees in the Federal government, including well-qualified surplus and displaced employees (CTAP and ICTAP) in the local commuting area of Sacramento, CA. Persons eligible for non-competitive appointment under a special hiring authority (See "Other Information" section of this announcement) may apply. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after substantially completing 3 years or more of continuous active service may apply.

OPENING DATE: 01/05/05

CLOSING DATE: 01/14/05

DUTY LOCATION(S): United States Attorney's Office, Eastern District of California, Sacramento, CA

NUMBER OF VACANCIES: One

TYPE OF APPOINTMENT: Permanent/Full Time

POINT OF CONTACT: Martha Bryant

CONTACT PHONE: 916-554-2749

TDD: None

Send application package to: United States Attorney's Office
ATTN: Human Resources Office
501 I Street, Suite 10-100
Sacramento, CA 95814

Applications will not be accepted via fax, e-mail, or internet.

Satisfactory completion of a one year probationary period may/may not be required.

Full performance level is GS-7. Any promotion is dependent upon performance at an acceptable level of competence.

DUTIES: Incumbent is responsible for recording and adjusting various funding obligations, travel authorizations, and preparing payments and reimbursements through the Financial Management Information System 2+ (FMIS 2+). Receives and reviews obligating documents for all types of expenses incurred by the District. Ensures documents are accurate and in compliance with financial guidelines, charged to correct appropriation, and funds are available to cover the obligation. Assigns document control numbers to obligation requests and records funding obligations into FMIS 2+. Makes adjustments to obligations in FMIS 2+. Prepares and processes vouchers and invoices for payment. Verifies validity of invoices and ensures that they are correct. Schedules payments in accordance with requirements of the Prompt Payment Act. Researches and resolves problems and disputed bills. Develops and maintains a payment file system for obligation of vouchers and invoices. Accepts and reviews purchase orders for accuracy and for validity of requisitions for supplies, services, printing and equipment. Advises procurement officials when purchase orders need funding or other adjustments. Processes payments through the third-party draft system when required. Resolves all discrepancies and inconsistencies with vendors and employees. Has responsibility for travel management program. Provides information and guidance to staff on procedures, forms, and documentation required to support travel vouchers. Provides assistance in interpreting and properly applying travel regulations. Accepts and reviews travel documentation for accuracy and completeness in accordance with travel regulations. Analyzes discrepancies and works directly with employees to reconcile differences. Obligates travel documents. Certifies and audits all payments to ensure compliance with regulations, policies, and procedures. Develops and maintains a thorough knowledge of the FMIS 2+. Prepares reports on financial activities. Researches and takes corrective action as needed. Researches all problems and develops applicable solutions. Reviews complex and unusual documents to verify accounting data and accuracy. Prepares time and attendance for assigned personnel. Serves as backup to the reception area as needed.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Applicants must meet all requirements identified in the Qualification Standards for General Schedule Positions for Clerical and Administrative Support Positions, GS-05, GS-06 and above, issued by the Office of Personnel Management.

At the GS-5 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-4 level. Four years of successfully completed education above high school may be substituted for the specialized experience at the GS-5 level. Such education must have been gained in an accredited junior college, college or university. A combination of experience and education above high school may be used to meet total qualification requirements.

At the GS-6 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-5 level.

At the GS-7 level, applicants must have at least 52 weeks of specialized experience equivalent to at least the GS-6 level.

Specialized experience is work directly related to the duties of the position to be filled (as described above), which has equipped the candidate with the particular knowledge, skills, and abilities to successfully perform the duties of this position. Specialized experience at the GS-5 level of this position would include experience gained in an office or other environment where incumbent was required to demonstrate 1) a knowledge of various accounting, budget, or other financial processing procedures to support transactions that involve the use of different forms and the applications of different procedures, 2) the ability to use one or more automated financial databases associated with a specific accounting, budget, or other financial management function to input a range of information or adjustments, to understand error reports and take corrective action, and generate reports, and 3) a knowledge of the structure and content of accounting, budget, or other financial management related documents. At the GS-6 and 7 levels, experience would be further defined as requiring an in-depth or broad knowledge of a body of accounting, budget, or other financial management regulations, practices, procedures, and policies to ensure compliance and recommend action or investigate problems or errors that require reconciling and reconstructing incomplete information. Examples of this experience would include processing financial documents, obligating funds, reviewing and processing payment vouchers, reconciling financial accounts, prepare time and attendance

reports, advise staff on travel and other financial regulations, policies, and guidelines, and other experience as described above. Applicants must meet all qualification requirements, including the 52 week time-in-grade and time after competitive appointment requirements, no later than 30 days after the closing date of the vacancy announcement and before placement in vacant position.

EVALUATION METHODS:

Basically qualified applicants may be evaluated further to determine those who are best qualified. A Rating Schedule/Crediting Plan will be used to evaluate an applicant's job-related knowledge, skills, and abilities (KSAs) by reviewing the candidate's experience, education, and accomplishments against a set of predetermined job-related benchmarks. An examiner will review the application and responses to the KSAs and assign points of Superior (3 points), Satisfactory (2 points), Barely Acceptable (1 point), or No Experience (0 points), to each KSA. Total points will be transmuted to an overall score between 70 and 100. The Rating Schedule/Crediting Plan contains examples of tasks that demonstrate the degrees of Superior, Satisfactory, and Barely Acceptable experience. Failure to address the KSAs may result in a lower score.

KNOWLEDGE, SKILLS, AND ABILITIES:

Fully address each factor on a separate sheet of paper. Give examples of duties and work experience which have provided the following knowledge, skills, and abilities (KSAs). Failure to submit this information may result in a lower score in the ranking process. The factors are:

- 1) Knowledge of budgetary forms, documents, reports, and accounting codes. (Describe types of forms, documents, etc., used and how they were used. Describe type of work environment.)
- 2) Ability to process financial obligation and payment documents using an automated accounting system. (Describe type of systems used and how you used those systems to process financial transactions, etc.)
- 3) Knowledge of various federal and Department of Justice accounting regulations. (Describe the types of regulations you are familiar with and how the regulations were used.)
- 4) Ability to organize and prioritize work. (Describe how you manage workload, to include managing multiple

assignments and/or competing priorities.)

- 5) Ability to communicate orally in order to resolve problems and discrepancies in financial transactions. (Describe the types of oral communications you engaged in. Who was the audience? What types of information was presented? What was the outcome?)

HOW TO APPLY:

Applications received under this announcement will be rated under merit staffing procedures only. Applicants must indicate on the application which grade level(s) they wish to be considered for. If not specified, he/she will be considered only for up to the highest grade qualified.

Applicants must submit the following information:

1. The Optional Application for Federal Employment (OF-612), an SF-171, **OR** a resume. You should include certain information (such as your Social Security Number and statement of U.S. citizenship) to receive consideration for this position. The brochure "Applying for a Federal Job" (OF-510) outlines what is required.

The OF-510, OF-612, and information about applying for Federal jobs are available from the USAJOBS information system through the website at: <http://www.usajobs.opm.gov/forms.htm> or through a self-service phone system at (478) 757-3000 or TDD (478) 744-2299. If a resume is submitted, it must include all of the following applicable information (applications submitted in the other approved formats listed above should also include all of the following applicable information):

PERSONAL INFORMATION:

- X Full name, mailing address, and day and evening phone numbers including area codes
- X Social Security Number
- X Country of citizenship (this position requires United States citizenship)
- X Veterans' preference
- X Reinstatement eligibility (attach a copy of your SF-50 as proof of status)
- X Highest Federal grade held, job series and length of time served at that grade

EDUCATION:

- X Names of high school attended, city, state, and zip code, date of diploma or GED
- X Name of college and university attended, city, state, zip code

X Majors, type and years of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours)

X Copy of college transcripts only if the job vacancy requests it (required if substituting education for experience)

WORK EXPERIENCE:

Give the following information for paid and unpaid work experience related to the job for which you are applying (do not send job descriptions):

X Job title (include series and grade if a Federal job)

X Duties and accomplishments

X Employer's name and address and supervisor's name and phone number (indicate if we may contact your current supervisor)

X Starting and ending dates (month and year), hours per week, and salary

OTHER QUALIFICATIONS:

X Job-related training courses (title and year)

X Job-related skills, e.g., other languages, computer software/hardware, tools, machinery, typing speed

X Job-related certificates and licenses (current only)

X Job-related honors, awards, and special accomplishments, e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (give dates, but do not send documents unless requested).

OTHER DOCUMENTATION:

__A copy of a Notice of Rating (NOR), if available for non-status candidates.

X A copy of the latest Notification of Personnel Action (SF-50) showing proof of career or career-conditional status or reinstatement eligibility, and the highest grade level or highest promotion potential of a position held on a career or career-conditional basis (current, Federally employed applicants and those eligible for reinstatement)

X A copy of a performance appraisal issued within the last 12 months (current Federally-employed applicants only)

2. A separate narrative statement addressing the required knowledge, skills, and abilities (KSAs).

CTAP and ICTAP CANDIDATES: To receive selection priority, all surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who: satisfies all medical, physical, education, experience, and selective placement factors for the vacant position; meets the established cut-off score of the crediting plan (a score of at least 85 or above without veteran's preference points based upon the responses to the knowledge,

skills and abilities evaluation criteria listed above); and, can satisfactorily perform all duties of the position within a reasonable orientation period (e.g. 30 days). CTAP and ICTAP candidates must submit documents which show proof of their eligibility for selection priority. Documentation includes a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection, a copy of the most recent performance rating, and a copy of a SF-50 showing their current position, grade level, and duty location. Please annotate the application to indicate that you are applying as a CTAP or ICTAP eligible. CTAP/ICTAP applicants who are applying for selection priority to a position with promotion potential, must provide evidence that the position for which you have received a separation notice from or from which you were separated has the same promotion potential as the position for which you are applying. Failure to submit such documentation will disqualify you for selection priority.

VETERAN'S PREFERENCE: Veterans must submit a copy of their DD-214 as proof of entitlement to veteran's preference. Veterans claiming a 10-point preference must also submit an Application for 10-Point Veterans Preference (SF-15), a letter from the Veterans Administration dated within the last twelve (12) months, certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay, or other appropriate documentation listed on the Application for 10-Point Veteran Preference (SF-15).

OTHER INFORMATION: Applications must be received or postmarked no later than the closing date of this announcement. Failure to submit all required documents may result in a lower ranking in the evaluation process. Relocation expenses are not authorized. The announcement number must be indicated on the application package. Applications submitted at the Government's expense will not be considered. This includes those submitted in Government franked envelopes and those transmitted to a Government fax machine. Applications will not be accepted via e-mail or internet. Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to drug testing by urinalysis prior to appointment. If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee

organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed earlier in the vacancy announcement. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Competitive status is not required if you are eligible for a non-competitive appointment, such as those authorized for the severely disabled; certain veterans and disabled veterans; former ACTION volunteers; present and former Peace Corps personnel. Please indicate the type of special appointment you are seeking, if any, on your application. Appropriate documentation to support this claim for eligibility will be required.